

APPENDIX L

Onoway and District Historical Guild Kitchen Rental Contract

Name _____ Date _____

Group Name _____

Mailing address _____

Phone _____ E-mail _____

Date(s) requested _____ to _____ Time _____ to _____

Purpose of rental _____

Designated Person with Food Handler's Certificate _____

Terms

- Kitchen rental shall be on a first come, first served basis once the rental agreement is on file.
- All individuals and/or businesses must complete a kitchen rental agreement.
- Dishes, cutlery and pans are not supplied by the facility.
- One person in the kitchen must possess a current Alberta Food Handler's certificate.

Certificate # _____, Name _____.

- Payment is due on the day of kitchen use or invoicing is available.
- A \$200.00 deposit is required before the requested day of kitchen use. The deposit will be returned after final inspection of the kitchen.
- The kitchen rental rate is \$30.00 per hour for up to 3hrs. Rental for 3hrs to 6hrs is our ½ day rate of \$100. Rental for over 6hrs will be our daily rate of \$200.

Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to Onoway and District Historical Guild staff immediately
- The kitchen must be left in a neat, clean and orderly condition. If these conditions are not met, a room clean-up fee of \$200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group.
- Organizations holding events assume responsibility for any damage to the kitchen, contents or equipment used and will be charged for any necessary repairs or replacement.
- It is understood that the Onoway and District Historical Guild is in no way responsible for any personal injuries, property damage or other liabilities that may be incurred during use of the facility. Renter agrees to release indemnity and hold the Onoway and District Historical Guild harmless of any such damages.
- Renters of the kitchen facility must provide all proper permits for the event.

- All garbage resulting from use of the kitchen will be bagged by the renter and left inside the kitchen by the door.
- The Onoway and District Historical Guild is a drug and smoke free facility.

Pricing

\$200.00 damage deposit _____ \$200.00

Number of hours requested _____

x \$30.00/hr for up to 3hrs = _____

x \$100 – ½ day rate 3hrs – 6hrs = _____

x \$200 – day rate over 6hrs = _____

Total fees: _____

To be invoiced: Yes _____ No _____

Cheques should be made payable to the Onoway and District Historical Guild.

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of the conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this facility in the future.

Signature _____ Date _____

This form must be returned as soon as possible in order to confirm the kitchen rental date and time. Email or mail completed form to:

Administration
 Onoway and District Historical Guild
 Box 1368
 4708 Lac Ste Anne Trail N.
 Onoway AB T0E 1V0
 Ph/fax:780-967-1015
admin@onowaymuseum.ca